

# Employee Run Safety Program - The Ultimate Safety Program WIPP Records Archive

Donald L. George  
Assistant Vice President  
S.M. Stoller Corporation

# Agenda

Introduction

Program Development

Program Implementation

Program Results

Conclusion

# Introduction

- The WIPP Records Archive (WRA) is a 28,800 ft<sup>2</sup> facility capable of accepting, storing, and digitizing 10,000 boxes per year of TRU waste related records.
- This project began with Congressional Earmark Funding.
- The Carlsbad Field Office (CBFO) mission is to accept, dispose, and monitor defense-generated transuranic (TRU) waste.
- The custodial responsibility for records related to this waste, including its creation, storage, and disposition, has been transferred to the CBFO.

# Introduction

- The National Archives and Records Administration (NARA) is responsible for controlling government records, which it categorizes as temporary or permanent.
- Permanent records must be surrendered to NARA within 25 years of their creation; temporary records (the bulk of the TRU waste collection) remain with the organization creating them or a designated custodian. Some TRU-related records are not scheduled for disposition and so NARA won't accept them.
- The WRA will: accept unscheduled records; allow public web-based access to non-sensitive records related to WIPP waste; allow controlled access to sensitive information; protect chain of custody (making records defensible for researchers, historians, and in litigation and FOIA requests); and allow the government to respond positively to growing public interest in TRU waste related records.



**Fellowes.**  
FSC® C0143  
Since 1917

703

703



04.17.2007



RFW1807

B-108

RFW1811

RFW1778

RFW1779

RFW1780

RFW1787

RFW1790

RFW1791

RFW1786

RFW1787

RFW1788

RFW1777

RFW1778

RFW1779

04.17.2007



11 X 17

8 1/2 X 14

8 1/2 X 11

04.17.2007



04.17.2007



# Program Development

# Employee Run Safety Program - The Ultimate Safety Program

- The basic reasons for having a safety program is to keep employees out of harms way, equipment from being destroyed, and our communities un-impacted by the work that we do.
  - An ideal side benefit is to have employees leave work better than when they came, equipment run efficiently with no down time, and communities see our facility as an asset.
- To be successful at all these goals a company must embrace the tenants of the Integrated Safety Program, one of which is feedback and continuous improvement.
  - This is the most important of the 5 elements of the ISM program at any working facility and one of the hardest to achieve.

# Employee Run Safety Program - The Ultimate Safety Program

- To receive useful, honest and continuing feedback that improves systems and processes can be a challenge.
- The challenge must be attacked head-on by ensuring that employees are truly empowered.
- Empowerment is an overused word these days and the essence must be understood.
- To obtain honest and useful feedback, the employees must run the program **with support** and guidance from safety professionals and management, **not simply direction.**

# Employee Run Safety Program - The Ultimate Safety Program

- At the WIPP Records Archive, the safety program has been designed to be run by the employees.
  - They are supported by the safety professionals and management, but the program is truly employee run.
  - Therefore, feedback can be directly applied to the area needing improvement.
- THEY OWN THE PROGRAM
  - The key element is to ensure that management **or the well meaning safety professional** does not take the EMPOWERMENT away from the committee but at the same time provide the needed technical assistance and guidance. This is a delicate balance.
- THE EMPLOYEES MUST SEE RESULTS FROM THEIR PARTICIPATION.
  - **Management is accountable** to the employee safety committee to ensure that feedback analyzed and implemented as appropriate. Resolutions and rationales must be clearly communicated back to the committee.
- Membership in the committee is not voluntary but a condition of their employment.

# Program Implementation

# The Foundation

- The implementation of an employee run safety program must have the same rigor and adherence as operating procedures!
  - WRA – 201, Accident Prevention Plan

Instilling a Conduct of Operations mentality to the safety committee activities provides added benefits elsewhere in facility operations.

# WRA – 201, Accident Prevention Plan

- 1.0 Purpose
- 2.0 Responsibilities
- 4.0 Records
- 5.0 References
- 6.0 Appendices
  - Appendix A WRA Self-Inspection Form
  - Appendix B Accident Prevention Plan Employee Acknowledgement
  - Appendix C Employee Safety Concern Form
  - Appendix D WRA Employee Safety Committee Meeting Attendance
  - Appendix E Safety Meeting Attendance
  - Appendix F Annual Review Prevention Plan

# The Employee Safety Committee

- The employee committee membership shall be representative of the employees.
- The committee shall meet formally at least twice monthly.
  - In addition to the twice monthly meetings members of the committee shall, at a minimum, participate in weekly safety walks.
- The committee shall select a chairperson and recorder.
  - The recorder shall take meeting minutes and ensure copies of the minutes and the self-inspection checklists are submitted to the H&S Manager.

# The Employee Safety Committee

- The PM or designee will attend each meeting.
  - This involvement by the PM will ensure that this committee and issues identified are given the utmost priority and consideration.
- The PM will appoint a management sponsor for the committee.
  - The sponsor will ensure that issues identified are corrected. At the very least each issue identified will have a resolution path identified no later than 30 days after identification of issue.
- The Stoller Corporate ESH&Q Director will be notified of all issues and proposed resolutions (this will allow for Corporate tracking and trending.)

# Program Results

# Results

- Overall the Employee Run Safety Program has been very successful.
  - Box movements were re-adjusted from almost 15 down to 7!
  - Production process improvements were made and constantly “watched”
    - Special and constant attention is continually on-going regarding repetitive motion
  - Daily facility walk-downs in addition to Management walk arounds.
- Participation was so coveted that we had to invoke a “randomizer” for employee appointments
- Safety Committee provides open forums for integration of other Site safety programs/committees.

# Conclusion

# Feedback/Lessons Learned

- Employee Empowerment remains the most delicate balance.
- Management participation versus what we normally do....
- When properly supported:

*The Employee Run Safety Program **IS**  
The Ultimate Safety Program*